

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT (Re-Issue)</h2>		広報番号： Announcement No.	NE-13-04 (R3)
		募集締切日： Closing Date	9 Feb 04
		発行日： Date of Issue	23 Jan 04
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>2</u>) <div style="text-align: center;"> Bakery Plant Manager (Assistant) #367 ベーカリー工場支配人 (補助者) </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.5em;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Yokosuka Food Services Department Main Street USA Food Court , Dunkin Kitchen/NEX Bakery 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> MLC <input type="checkbox"/> HPT </div> <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) <input type="checkbox"/> 規則 Regular <input checked="" type="checkbox"/> 不規則 Irregular 勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 2000-0445/2100-0545/2200-0645 休憩 Recess Period: 45 min recess <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties: Serves as a full assistant to a Bakery Plant Manager who is responsible for managing a bakery Plant. Directs the bakery operation to insure compliance with formulas, recipes, quality standards, and production procedures. Insures economical and efficient operation with maximum sanitation, safety and security standards. Schedules and supervises repairs, maintenance and installation of bakery equipment. Prepares budgets, profit and loss statement and related operating statements through analysis of production statistics, cost factors, reports, records, etc. and takes a proper action. Insures timely distribution of products to outlets. Establishes and maintains adequate levels of raw materials and supplies based upon consumption history, seasonal demands and forecast customer factors. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification/Physical Requirements a. 1 year of general work experience OR completion of 2-years junior college/2-years of technical school or 4-year degree in any field. b. Knowledge of bakery operation. c. Ability to assist the Bakery Plant Manager, and motivate/train/work effectively with more than ten (10) subordinate employees. d. Ability to perform general clerical work. e. Ability to speak, read and write English at average proficiency level (LAD-2). Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		Works irregular Schedule. 不規則勤務有り
問い合わせ先 for Job Inquiries ・ 担当部署／担当者名 POC Navy Exchange, Yokosuka ネビー-エクスチェンヅ ヨコスカ 人事課 直通 046(822)7526 ☎046-816-5149)	提出先 Office to Submit 〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVJFORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-816-8153	事務処理欄 For Official Use PD No.: NEX-DUNK-003 PD is accurate and current. Certified by Activity: at HRO ey

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
 提出された応募書類はお返ししません Submitted applications will not be returned.